



STATE OF VERMONT
SPEAKER OF THE HOUSE

AIDE TO THE SPEAKER OF THE HOUSE

The Aide to the Office of the Speaker of the House assists the Speaker and the Chief of Staff in overseeing and supporting the House of Representative's activities as it works through its annual legislative process. The Aide holds a challenging, interesting, and important role at the heart of representative government and is part of a small team responsible for assisting the Speaker of the House in performing their day-to-day responsibilities.

Education and Experience:

Required:

- High school degree and a minimum of 3-5 years of comparable work experience.

Preferred:

- Associate degree in a comparable field of study
- Communication experience in a professional work environment
- Social media experience in a professional work environment
- Strategic planning and/or policy development experience

Required Skills:

- Ability to work in a fast-paced, high-energy environment with a wide range of personalities and responsibilities
- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, and members of the public
- Basic competency with social media platforms
- Basic competency with software platforms including Microsoft Word, Excel, etc.
- Demonstrates excellent written and oral communication skills
- Ability to maintain confidentiality and manage politically sensitive work
- Recognizes patterns of issues and successfully troubleshoots
- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends
- Ability to maintain composure while performing work with tight deadlines in a changing environment

Minimum starting salary of \$47,050, with adjustments based on qualifications and experience. This full-time, benefits-eligible, position is initially being solicited for a one-year period and is located in Montpelier, VT. The comprehensive State benefits package includes health insurance and retirement plans. Longer work hours are expected during the legislative session and as needed during other times of the year.

To apply, please submit in Word or PDF format a resume, a writing sample, and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Applications must be submitted by December 18, 2022. Please put your name and “Aide application” in the subject field of the e-mail.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.